

RE:

(PKL)

This action has been assigned to Judge Peter K. Leisure for all purposes.

A preliminary pre-trial conference in this matter has been scheduled for _____ at _____. The conference will take place in **COURTROOM 18-B** at the United States Courthouse, **500 PEARL STREET**.

PURPOSE

Case management and scheduling pursuant to Fed.R.Civ.P. 16.

To discuss settlement; explore and narrow issues for contemplated motions; stipulate to facts.

Attorneys who appear **MUST** have knowledge of the facts of the action; be authorized to settle; and to enter into stipulations.

IT IS THE RESPONSIBILITY OF THE RECIPIENT OF THIS LETTER TO ADVISE ALL CONCERNED PARTIES OF ITS CONTENTS WITHIN FIVE (5) DAYS OF RECEIPT.

RULE 26(f) REQUIREMENTS

The parties are directed to confer with each other at least twenty-one (21) days prior to this conference as directed by Fed.R.Civ.P. 26(f). Within fourteen (14) days after such conference, they are required to submit to the Court a written report outlining their proposed Discovery Plan.

SCHEDULING/ADJOURNMENTS

Scheduling matters should be directed to Ms. Eileen Chan, Courtroom Deputy. Messages should be left at **(212) 805-0109**.

CONFERENCES MAY NOT BE ADJOURNED WITHOUT PRIOR APPROVAL OF THE COURT UPON SHOWING OF GOOD CAUSE. CONSENT AND APPROVAL MUST BE OBTAINED FROM ALL PARTIES BEFORE CONTACTING THE COURT.

MOTION PRACTICE

If it is necessary to bring a motion prior to the conference, a pre-motion conference **MUST** be scheduled before preparation and submission. It is office policy that no motion be submitted prior to the conference date, at which time a motion schedule will be discussed.

SUBMISSION OF PAPERS

Courtesy copies of any legal document are to be mailed to Chambers or delivered to the Security Office at the Courthouse. Messengers are not to come to Chambers.

All written communications **MUST** bear:

- A. The official case name as filed with the Court, the civil docket number followed by Judge Leisure's initials (PKL);
- B. The attorney's name, address, telephone number and the party represented.

RELATED CASES

After an action has been accepted by Judge Leisure as related to a prior filing, all future papers and correspondence **MUST** contain the latest docket number as well as the earlier related docket number in parenthesis (e.g., 01 Civ. 0000 (rel. 99 Civ. 000)).

Very truly yours,

/s/

GLORIA RIDER
Administrative Assistant